



City of Long Beach Employment Opportunity

AIRPORT OPERATIONS SPECIALIST I-II

Job Number: G46AN-18

SALARY: \$1,969.68 - \$2,884.08 Biweekly

OPENING DATE: 06/22/18

CLOSING DATE: 07/13/18 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning June 22, 2018 through July 13, 2018 4:30 p.m.

EXAMPLES OF DUTIES: Under general supervision, ensures compliance with federal, state, county and local laws and regulations pertaining to airport operations and noise management; responds to aircraft or other emergencies and assists in evaluation, development, and communication of airport emergency practices, procedures, operations and policies; serves as Airport liaison with tenants, City departments, FAA/TSA staff, other agencies, contractors, and community on airport operations, noise and other issues; effectively train employees and tenants on airport procedures; coordinates special projects, events and programs, assists with airfield, terminal and facilities inspections; conducts, coordinates and maintains various Airport programs; collects, reviews, analyzes and ensures the accuracy of community noise data; investigates and initiates appropriate action regarding violation of the City's Airport Noise Compatibility ordinance; produces Airport related literature and promotional materials, technical publications and directories; may assist in the supervising of employees; utilize Sharepoint management system; assist with wildlife hazard management systems; oversees an access control office in compliance with 49 CFR 1542.207-1542.211; performs other related duties as required

REQUIREMENTS TO FILE:

Applicants must meet either Option A OR B.

A. Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (**proof required**)* **AND** two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control including Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) and California Code of Regulations, Title 21, sections 5000 – 5090.

OR

B. Six years of paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control including Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) and California Code of

Regulations, Title 21, sections 5000 – 5090.

Additional Requirements to File:

- Knowledge of federal and state regulations pertaining to airport operations, airport security and/or noise management.
- Ability to:
 - Use a personal computer including Microsoft Office software;
 - Pass the airfield written and practical driving examinations as required prior to completion of probation;
 - Comprehend written technical material;
 - Effectively communicate verbally and in writing;
 - Pass Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law.
 - Willingness to work irregular hours, overtime, weekends, evenings, and holidays.

A valid motor vehicle operator's license is required by the hiring department at time of selection.

DESIRABLE QUALIFICATIONS:

Pilot certificate; Airport Security Coordinator certification; American Association of Airport Executives (AAAE) certifications; Airports Council International Certification (ACI); advanced knowledge in Sharepoint.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Exam.....	Qualifying
Writing Skills Exercise.....	Qualifying

A minimum rating of 70 must be attained in each part of the examination in order to be placed on the eligible list. This is a continuous eligible list and it will expire in six months. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed.

Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary; all affected persons will be notified.

The written exam is tentatively scheduled for the week of July 23, 2018. If you have not received notification of the status of your application within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.

G46AN-18 SV:AOS

CSC 06/20/18

This information is available in an alternative format by request at the agency contact on the

bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #G46AN-18
AIRPORT OPERATIONS SPECIALIST I-II
SV

Civil Service Department
333 W. Ocean Blvd., 7th FL
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

AIRPORT OPERATIONS SPECIALIST I-II Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
- ☐ Yes ☐ No
- * 2. **REQUIREMENTS TO FILE** Please indicate how you meet the requirements to file for Airport Operations Specialist.
- ☐ Option A: Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field (proof required)* AND two years of paid, full-time equivalent experience in airport operations, noise abatement, airport security, and/or access control including Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) and California Code of Regulations, Title 21, sections 5000 – 5090.
- ☐ Option B: Six years of paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control including Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) and California Code of Regulations, Title 21, sections 5000 – 5090.
- ☐ Option C: I do not have a related degree or experience for this position. Selecting this option will disqualify me for the position.
- * 3. **QUALIFYING EXPERIENCE:** If you selected Option A or B, please explain your paid, full-time equivalent experience in airport operations, airline operations, noise management, or airport security, and/or access control including Code 14 of Federal Aviation Regulation 139 (FAR139), Federal Aviation Regulation Part 150 (FAR150) or Part 161 (FAR161), 49 Code of Federal Regulation 1542 (49 CFR 1542) and California Code of Regulations, Title 21, sections 5000 – 5090. Include the following in your response: 1) Name of Employer (s); 2) Job Title; 3) Job Duties; 4) Specific dates of employment; 5) Hours per week.
- * 4. Do you have knowledge of federal and state regulations pertaining to airport operations, airport security and/or noise management?
- ☐ Yes ☐ No
- * 5. Do you have the ability to use a personal computer including Microsoft Office software?
- ☐ Yes ☐ No
- * 6. Do you have the ability to pass the airfield written and practical driving examinations as

required prior to completion of probation?

☐ Yes ☐ No

* 7. Do you have the ability to comprehend written technical material?

☐ Yes ☐ No

* 8. Do you have the ability to effectively communicate verbally and in writing?

☐ Yes ☐ No

* 9. Do you have the ability to pass Transportation Security Administration (TSA) mandated background check and maintain security clearance as required by federal law?

☐ Yes ☐ No

* 10. Are you willing to work irregular hours, overtime, weekends, evenings, and holidays?

☐ Yes ☐ No

* 11. A valid motor vehicle operator's license is required by the hiring department at time of selection. Do you understand the information above?

☐ Yes ☐ No

* 12. **DESIRABLE QUALIFICATIONS:** Do you have a pilot certificate? Selecting "no" will not disqualify you from this position.

☐ Yes ☐ No

* 13. Do you have an Airport Security Coordinator certification? Selecting "no" will not disqualify you from this position.

☐ Yes ☐ No

* 14. Do you have an American Association of Airport Executives (AAAE) certifications? Selecting "no" will not disqualify you from this position.

☐ Yes ☐ No

* 15. Do you have an Airports Council International Certification (ACI)? Selecting "no" will not disqualify you from this position.

☐ Yes ☐ No

* 16. Do you have advanced knowledge in Sharepoint? Selecting "no" will not disqualify you from this position.

☐ Yes ☐ No

* 17. **GENERAL QUESTIONS** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.

☐ Yes ☐ No

* 18. I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Proofs may include the following below: • Bachelor's degree from an accredited college or university in Aviation Management, Public Administration, or a closely related field • DD 214 Member 4

Form or other appropriate documentation, if claiming Veteran's Preference. Do you understand the information listed above?

☐ Yes ☐ No

- * 19. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?

☐ Yes ☐ No

* Required Question